

ECF Other Professional Online Training Certification

Practice Assignment

U.S. Bankruptcy Court, Central District of California

**IT IS RECOMMENDED THAT THE PRACTICE
ASSIGNMENT BE COMPLETED WITHIN
Seven (7) Days After Completion of the Last Module**

Dear Future ECF Filer:

A review of the submitted ELM quizzes and certificate of completion reveal that you have successfully completed the Electronic Learning Modules. You are now ready to complete the required practice assignment.

Submitting the Completed Practice Assignment to the Court:

Once you have completed your practice assignment, you must e-mail the following information to the ECF Help Desk at: ECF_support@cacb.uscourts.gov.

1. The subject line of your e-mail must read as follows:
Other Professional Assignment for LA (initials of the division where you intend to have your primary filings), **mm/dd/yy** (date assignment was completed), **your name**.
Example: Other Professional Assignment for LA, 11/20/09 - Joe Smith.
2. In the body of your e-mail, specify the case number used to complete your practice assignment as well as the document number assigned.

Upon review of the practice assignment, you will be contacted if any corrections are needed. Otherwise, please allow 5 to 7 business days for your CM/ECF Live Login to be issued.

Completing the Practice Assignment:

Each step of the assignment must be satisfactorily completed before your login and password are issued to file electronically. Failure to complete each step will delay the issuance of your LIVE login to CM/ECF.

Note: A Training Login and Password, issued by the Bankruptcy Court, are required to complete the Practice Assignment.

The Training Environment login page is located at: <https://ecf-train.cacb.uscourts.gov>

Before You Begin The Practice Assignment:

Document Preparation:

1. Download and save the enclosed PDF documents for the practice assignment, to your computer. When uploading the documents, match the document title to the document you are filing, i.e. the Application for Compensation event code should match the Application for Compensation PDF.

ALWAYS open and view your PDF file before uploading it to ensure it is correct.

2. For this exercise, your party name is **Joe Accountant**. (In real live scenario, your name will already be displayed for selection on the party list).
3. Use this case number to complete your practice assignment: **2:10-bk-11693-AA**

Motion Exercise

1. File an Application for Compensation (motion) on behalf of yourself as Accountant ensuring to Select Joe Accountant.

Compensation Time Frame: a two month time frame - eg:1/5/13 to 6/1/13

Fees: \$1,250.32

Expenses: \$375.20

Make note of the document number assigned by the system to your application.

2. File a Notice of Motion/Application and relate it to the Application for Compensation.

FYI: In the Live CM/ECF Environment, you would lodge an Order, through the Lodged Order Upload (LOU) link, in Microsoft Word.

Need Help?

Contact the ECF Help Desk at (213) 894-2365 or via email at

ECF_support@cacb.uscourts.gov, Monday through Friday, between 9:00a.m. and 4:00 p.m., excluding Federal Holidays.